



# CATALOG EDITING IN COURSELEAF

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2014-2015 Catalog

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# Workflow Notes

- Can be customized as needed.
- Editing available at approval levels.
- Proposals can be rolled back for further editing.
- Cannot “batch approve.”
- E-mail is sent with each submission....allows tracking and accountability for proposals.

# Approval Pane

**COURSELEAF**

Help User: cchulse Log Out

Pages Pending Approval Refresh List Your Role Registrar

PAGE	USER
/cim/3865: FOR 453: Forest Resource Policy and Administration	twstewar
/cim/3888: FRNCH 395: Study Abroad	Iqallen
/cim/8617: SPAN 370A: Hispanic Topics on Agriculture	Iqallen

Page Info Workflow Status Attached Files Revision History

Title:  
Last Update:  
Template:  
Page Authors:  
Workflow:  
College:  
Department:

PAGE REVIEW Hide Changes View Changes By: All Changes Edit Rollback Approve

## Approval Pane (lower portion)

The screenshot shows the lower portion of an approval pane. At the top, there is a blue navigation bar with several icons and buttons. On the left, there are icons for printing and email. Next to them is a 'Hide Changes' button. In the center, there is a 'View Changes By:' dropdown menu currently set to 'All Changes', with a list of names including 'All Changes' and 'lqallen' visible. On the right, there are buttons for 'Edit', 'Rollback', and 'Approve'. Below the navigation bar, the OWA State University logo is visible on the left, and a photograph of students in a classroom is on the right.

### Course Inventory Change Request

#### Course Deactivation Proposal

Renumber Course

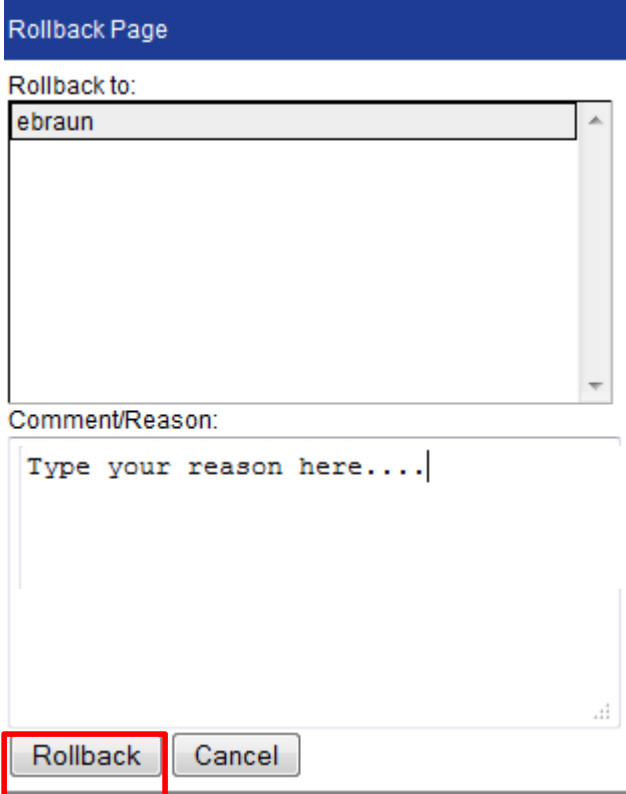
**Reason:** We no longer have a study abroad program through the French department.

In Workflow

If you edit at this stage, you must Save, then click on Approve.

# Roll Back

Roll back to the previous person in the workflow.



Rollback Page

Rollback to:

ebraun

Comment/Reason:

Type your reason here....

Rollback Cancel

# Show Changes

Prerequisites	MICRO 302, BIOL 313			
Description	Review of <del>the molecular</del> genetics and <b>selected physiological topics</b> <del>physiology</del> of model <b>bacteria.</b> <del>organisms.</del>			
Graduation Restrictions				
Non-major Graduate Credit	Satisfactory/Fail Only	Meets U.S. Diversity Requirement	Meets International Perspectives Requirement	
No	No	No	No	
What is the justification for proposing this	<b>Description change suggested by the instructor.</b> <del>format prereqs.</del>			

# Show Workflow

In the course approval pane:



## In Workflow

1. **MICRO Chair**
2. AGLS Cordinator
3. Registrar
4. ADIN

## History

1. Oct 22, 2012 by mkmcdow

Click on anyone in the workflow to find out who will receive the e-mail notification.

In the course editing system:

MICRO 201	Introduction to Microbiology	MICRO Chair	Edited
MICRO 201L	Introductory Microbiology Laboratory		
MICRO 302	Biology of Microorganisms	MICRO Chair	Edited